

**Town of Wolfeboro  
Capital Improvements Program Committee  
August 27, 2019  
Minutes**

**Members Present:** Kathy Barnard, Chairman, Paul O'Brien, Board of Selectmen's Representative, Linda Murray, Board of Selectmen's (Alternate) Representative, Mike Hodder, Planning Board Representative, Robert Loughman, Budget Committee Representative, Chuck Sumner, Tim Cronin, Paul Whalen, Suzanne Ryan, Members.

**Staff Present:** Matt Sullivan, Director of Planning and Development, Jim Pineo, Town Manager, Cindy Scott, Library Director, David Ford, Director of Public Works, Barry Muccio, Director of Operations, Municipal Electric Department, Lee Ann Hendrickson, Administrative Secretary.

*Chairman Barnard called the meeting to order at Abenaki Lodge at 8:00 AM.*

**I. Consideration of Minutes  
August 23, 2019**

**It was moved by Mike Hodder and seconded by Suzanne Ryan to table approval of the August 23, 2019 Capital Improvements Program Committee minutes. All members voted in favor. The motion passed.**

**II. 2020-2029 Capital Improvements Program Development  
Library**

**2021 Library Solar Installation; \$141,000**

Cindy Scott stated the project includes the installation of a 75 kW rooftop solar system on the southeast and south sides of the library building. She noted the system would include solar panels, inverters, optimizers, a tracking system, snow guards and a monitoring system. She stated the ability currently exists because of the conduit installed and the 2021 timetable will provide sense of real building operation costs.

Robert Loughman stated he'd like to get a sense of real energy costs.

Tim Cronin asked if the roof was designed for loading of such.

Cindy Scott replied yes.

Suzanne Ryan asked if the solar would run the HVAC system or reduce usage.

Cindy Scott replied no, it would not heat or cool the building directly.

Mike Hodder asked if Barry Muccio reviewed the project.

Jim Pineo stated the project is aligned with the long term strategy for the building.

Mike Hodder asked if \$50,000 could be allocated to the capital reserve fund in 2020 with an additional \$50,000 in 2021 with the remaining balance to be raised through private funding.

Cindy Scott stated \$20,000 has been privately raised to date for the energy project.

**It was moved by Mike Hodder and seconded by Suzanne Ryan to support the funding request for the Library Solar Installation in the amount of \$50,000 for 2020 and \$50,000 in 2021 with the remaining balance to be raised through private funding. All members voted in favor. The motion passed.**

Paul O'Brien asked if the full amount would be net metered.

#### **Department of Public Works**

##### **2020 Road Upgrades; \$900,000**

Dave Ford stated last year a PCI study (Percent Condition Index) was completed. He stated he met with the BOS last week and the amount of the request was decreased from \$1,000,000 to \$900,000 for 2020 with an annual increase of \$50,000 thereafter. He reviewed the following list of road projects for 2020; Bryant Road (reclaim and grade – wear coat in 2021), Allen Road (reclaim and grade), Pine Street (up to Crescent Lake Avenue) (1.5" wear course – originally proposed for 2019 however, due to cost increase it was pushed out to 2020) and Lehner Street (excavate, 2.5" base pave and 1.5" wear course).

Robert Loughman questioned the cost for a total road rebuild.

Dave Ford stated the cost could be as high as \$50/foot and noted a shim overlay is \$25/foot. He stated he would provide a list of roads that have been completed.

Suzanne Ryan asked if any of the roads include sidewalk improvements.

Dave Ford stated the sidewalks on Lehner Street will continue to be maintained.

Chuck Sumner asked if there have been issue with sidewalks on Pine Street.

Dave Ford replied yes, minor issues.

Suzanne Ryan asked if the Town Manager would be discussing a policy regarding sidewalks with the BOS.

Jim Pineo replied yes.

Dave Ford stated a policy is a good idea and warrants further discussion as to whether there should be a capital reserve fund for sidewalks.

Suzanne Ryan questioned a capital reserve fund for environmental issues associated with road projects.

Dave Ford stated last year he proposed establishing a capital reserve fund for three stormwater projects.

Mike Hodder stated he is not entirely in favor of a separate warrant article for sidewalks and environmental issues.

Paul O'Brien asked which Town roads are a poster effort for a completed road that has been done right.

Dave Ford replied Keewaydin Road, North Wolfeboro Road, Beach Pond Road and North Line Road.

Chuck Sumner asked if there is a plan to "catch up" in order to road construction right and questioned whether the increase in funding is enough.

Dave Ford replied no, the funding is not enough and noted that if the roads are not paved the level of service decreases. He stated it is a balance of reality v. theoretical model / balance of service with risk; noting that right now the Town is in crisis management.

Tim Cronin asked if the State contributes to State roads such as Route 109A.

Dave Ford stated the State previously offered municipally managed projects however, no longer offers such.

Following further discussion the Committee requested the following;

- Continue discussion to 9/5/19
- Provide a list of roads that have been completed/improved

#### **2020 Bay Street Sidewalks; \$55,000**

Dave Ford stated the Town appropriated \$45,000 in 2018 to permit sidewalks along Bay Street. He stated it has been determined that sidewalks along the entire road is not practical or warranted He stated the funding request includes topography, survey, finalizing the design and bid documents.

Mike Hodder questioned the cost if the project was bid out separately.

Dave Ford replied \$20-\$25,000.

Mike Hodder questioned whether such should come out of the operating budget.

Dave Ford replied no because the project could potentially cost \$600,000. He stated the right-of-way survey has been done however, was not recorded; noting such needs to be resolved.

Paul O'Brien asked of the \$45,000 that was appropriated in 2018 what was billed materials the Town was supposed to get and did the Town get it. He asked if the warrant article was non-lapsing. He asked what the Town is getting for \$55,000.

Dave Ford stated the funds were encumbered through a contract.

Suzanne Ryan stated there will probably be environmental issues due to the location of the road to Back Bay and asked if State permits will be required with regard to runoff.

Dave Ford replied yes, a wetlands permit would be required for the bridge. He stated there are no major environmental concerns and stormwater treatment is not required however, BMPs should be considered.

Suzanne Ryan asked if the stormwater process and permits are included in the proposal.

Dave Ford replied yes.

Suzanne Ryan asked why the project is labeled urgent when the project is going to be phased.

Dave Ford stated he labeled the project urgent due to the expected growth on the road.

Jim Pineo stated the project is urgent if there is to be a warrant article for construction in 2021.

Paul O'Brien stated there is a speed issue, growth issue and pedestrian safety issue on Bay Street.

The Committee requested the following;

- Continue discussion to 9/5/19

- Revise Project Form; strike Forest Road and add Bay Street

**2023 Dockside Parking Lot Capital Reserve Fund; \$50,000**

Dave Ford reviewed the history of such and noted the capital reserve fund was not funded last year. He stated there is a completed design for the parking lot however, does not have an updated cost estimate. He stated the plan does not include stormwater management.

Tim Cronin questioned the scope of the project.

Dave Ford replied removal of the top asphalt and replace underground electric system and drainage.

Mike Hodder asked Mr. Ford what he expects to find under the parking lot.

Dave Ford replied urban debris; noting a couple of test pits and borings and some utility work has been performed.

Jim Pineo stated there were significant issues with the water table on a previous project.

Dave Ford stated the drainage work will be in the water table however, other associated work will be above the water table.

**2021 Building Maintenance Capital Reserve Fund; \$50,000**

Dave Ford stated the Building Maintenance Capital Reserve Fund was established in 2016 to make necessary repairs and perform required maintenance for Town buildings. He stated a priority list is being developed to support the funding request; noting the funding of such is intended to be a long range plan.

Jim Pineo stated each Department Head has been asked to identify their top three buildings and begin planning out the project repair for those buildings.

Mike Hodder stated the Master Plan is likely to recommend a building manager to review and maintain the buildings.

Mike Hodder asked if the 2026 figure is a realistic number.

Dave Ford replied no.

Robert Loughman asked if a warrant article is required every year to fund various capital reserve funds.

Matt Sullivan replied yes.

**III. Other Business**

N/A

**It was moved by Mike Hodder and seconded by Paul O'Brien to adjourn the August 27, 2019 CIP Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 9:36 am.*

Respectfully submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

